

Old Town Spring Improvement District



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Minutes of the Regular Monthly Meeting Of Old Town Spring Improvement District Board of Directors

ESTABLISH QUORUM AND CALL MEETING TO ORDER

The Board of Directors of the Old Town Spring Improvement District (OTSID) held a regular meeting, open to the public, on **Tuesday the 10th of March, 2020 at 10 am** at the District office at 606 Spring Cypress Rd, Spring, TX 77373, inside the boundaries of the District. The roll was called of the duly appointed/elected members of the Board, to-wit:

Seth Sanders	Position 1-President
Noel Eckberg	Position 2-Director
Dannette Mostyn	Position 3-Vice President
Kelly Speer	Position 4-Treasurer
Mike Rogers	Position 5-Secretary

All of the above Board members except Seth Sanders and Noel Eckberg were present. Also present were Elisabeth Meehan, Lana Williams, Alvin McKnight, Bryan Simms, Sue Mallott, Clarence Williams, Adam Tabak, Joshua Lawrence and Mary Middlebrook.

1. CALL MEETING TO ORDER

The meeting was called to order at 10:00 am.

2. TO RECEIVE PUBLIC COMMENT

Alvin McKnight commented to ask about upcoming events other than the Art and Wine, Crawfish, and Spring into Safety events.

Mary Middlebrook commented to say the Farmer's Market has twenty vendors as of registration opening the day prior to the Board meeting. She added it would be held in the parking lot of the church every Friday afternoon starting April 17th for a three month trial run.

Bryan Simms commented to say the Masonic Lodge will be holding its car show at Track Shack on May 2nd.

Tracee Evans commented to say advertising for the Spring into Safety event on March 21st has started running on Comcast ads, digital newspaper ads and a digital billboard. She added eight agencies would be in the passport for the event.

Clarence Williams commented to inform the board of a hole in the museum parking lot which can be fixed by the District's maintenance staff with asphalt.

3. TO APPROVE MINUTES FROM PREVIOUS MEETING(S)

A motion was made by Kelly Speer to approve the minutes of the previous two meetings as presented. The motion was seconded by Dannette Mostyn. The motion carried.

4. TO PAY THE DISTRICT'S BILLS

The Board reviewed the District's bills. Elisabeth Meehan noted the February bills included the three benches and two trash cans. Kelly Speer stated the legal bill included the costs related to the special meeting. A motion was made by Kelly Speer to approve the District's bills. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #1)

5. TO RECEIVE THE BOOKKEEPER'S REPORT

Kelly Speer stated the sales tax revenue for February was \$27,197.80 which is about the average expected revenue for the District's current budget. Kelly Speer added the total in Wells Fargo is \$49,803.52. A motion was made by Kelly Speer to approve the Bookkeeper's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #2)

6. TO RECEIVE THE INVESTMENT OFFICER'S REPORT

Kelly Speer stated the February interest in TexPool was \$265.41, making the total amount in TexPool \$210,244.97. A motion was made by Kelly Speer to approve the Investment officer's report as presented. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #3)

7. TO APPROVE REPAIRS REQUIRED BY THE DISTRICT'S FACILITIES, BUILDINGS AND EQUIPMENT

Mike Rogers stated the District's maintenance guys should work on repairs to the asphalt in the museum parking lot.

Elisabeth Meehan stated the District's version of QuickBooks 2017 would expire on May 31, 2020. She added QuickBooks Desktop Pro 2020 would cost \$299.95. A motion was made by Kelly Speer to purchase the updated 2020 QuickBooks program. The motion was seconded by Dannette Mostyn. The motion carried.

Elisabeth Meehan stated the District's website currently uses Wordpress Premium which only remove ads and costs \$99 for one year. She stated the Wordpress for Business account would cost \$505 for two years and would allow the District to upgrade and better promote the website. A motion was made by Kelly Speer to purchase the Wordpress for Business plan for two years for \$505. The motion was seconded by Dannette Mostyn. The motion carried.

8. TO DISCUSS BEAUTIFICATION PROJECTS WITHIN THE DISTRICT

No action.

9. TO REVIEW, DISCUSS AND TAKE ACTION ON MARKETING AND ADVERTISING FOR THE DISTRICT

No action.

10. TO REVIEW, DISCUSS AND TAKE ACTION ON WASTE MANAGEMENT AND RECYCLING WITHIN THE DISTRICT

No action.

11. TO REVIEW, DISCUSS AND TAKE ACTION ON THE SPRING INTO SAFETY EVENT

No action.

12. TO REVIEW, DISCUSS AND TAKE ACTION ON A FARMER'S MARKET IN OLD TOWN SPRING

No action.

13 TO MODIFY THE DISTRICT'S 2020-2021 BUDGET

A motion was made by Kelly Speer to accept the modified 2020-2021 budget as printed. The motion was seconded by Dannette Mostyn. The motion carried. (SEE ATTACHMENT #4)

14. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.071 TO CONSULT WITH LEGAL COUNSEL REGARDING PENDING OR CONTEMPLATED LITIGATION, SETTLEMENT OFFERS OR ON MATTERS WHICH REQUIRE CONFIDENTIALITY UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS

The Board convened into executive session at 10:24 am.

The Board reconvened into regular session at 10:32 am.

No action.

15. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.072 TO DELIBERATE REGARDING REAL ESTATE MATTERS

16. TO MEET IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE §551.074 TO DISCUSS PERSONNEL MATTERS

17. TO DISCUSS ANY ITEMS TO BE PLACED ON THE AGENDA FOR SUBSEQUENT MEETINGS

The Board will discuss recycling and the Old Town Spring signs in front of the museum.

18. ADJOURNMENT

The Board adjourned the meeting at 10:34 am.

(SEAL)

Mike Rogers, Secretary

Prepared by Elisabeth Meehan
OTSID Office Administrator

ATTACHMENTS:

1. February 2020 Checks list
2. March 2020 Bookkeeper's report
3. March 2020 Investment Officer's report
4. Modified 2020-2021 Budget Overview